



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1740.3A

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23 Nov 15

NAVCRUITDISTNY INSTRUCTION 1740.3A

Subj: SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C
(b) COMNAVCRUITCOMINST 1740.1F

Encl: (1) Sample Sponsor Designation Letter
(2) Incoming Recruiter Information Sheet
(3) Welcome Aboard Letter (w/enclosure)/Welcome Aboard Message
(4) Ultimate Duty Assignment Message

1. Purpose. To implement a local command Sponsor Program. This instruction should be reviewed in its entirety.
2. Cancellation. NAVCRUITDISTNYINST 1740.3
3. Background. The Navy Sponsor Program was established by the Chief of Naval Operations in 1970 to facilitate the relocation of Naval personnel and their families when transferred on Permanent Change of Station (PCS) orders and to provide guidance to individual commands on implementing a Sponsor Program.
4. Policy. The Command Master Chief (CMC) is responsible for the implementation of the Command Sponsor Program; however, an ALL HANDS effort is required for the program to be successful.
5. Action. The Chief Recruiter (CR) is designated as the Sponsor Coordinator. A sponsor will be assigned to each inbound person whether or not they requested one. Admin will review message traffic daily for incoming orders. Once a prospective gain is identified, the following actions will be taken:
 - a. Admin will update the Prospective Gain slide. The CR or Recruiting Operations Officer will provide Ultimate Duty Assignment (UDA) information.
 - b. The Sponsor Coordinator will send enclosures (1) and (2) to the prospective sponsor within three working days of receipt of orders.
 - c. Upon assignment of UDA, a sponsor will be assigned by the CR, which is usually the Division Leading Chief Petty Officer for initial contact to inbound personnel then delegated to the Leading Petty Officer (LPO) of the UDA station. The sponsor will also be designated as the first mentor until the individual chooses a new mentor.

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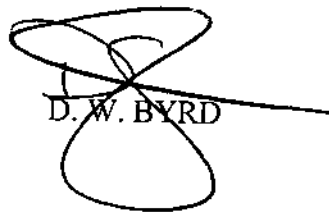
d. Once notified of the UDA, Admin will complete enclosures (3) and (4) and update the Prospective Gain slide for Department Head meeting.

e. The requirements to be a sponsor include but are not limited to: Having one year remaining on their rotation date from the report date of the Prospective Gain; preparing a personal letter (or email if applicable) welcoming the new Sailor and mailing it within five working days of being notified that they are the sponsor; contacting the new Sailor to offer assistance in relocating; ensuring the Sponsor Coordinator has been notified that the above actions are completed.

f. For incoming support personnel, the Administrative Officer will assign a sponsor (usually from the gaining department) and ensure a Welcome Aboard message and letter/email are completed.

g. All new Sailors will report to Headquarters the day of reporting for in-processing unless after working hours, then they will contact the CDO then report the next work day. New Sailors must be accompanied by their sponsor or an assigned substitute when they check-in at Headquarters.

h. Assist personnel transferring in any case where they have been unable to make reasonable contact with their gaining command.


D. W. BYRD

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Sample Sponsor Designation Letter

(Date)

From: Chief Recruiter, Navy Recruiting District New York
To: PS1 John Doe, USN

Subj: SPONSOR DESIGNATION AS SPONSOR FOR PS1 INCOMING

Ref: (a) NAVCRUITDISTNYINST 1740.3

Encl: (1) Incoming Recruiter Information Sheet

1. Congratulations you have been assigned to Sponsor (Rate, FN, LN). Contact (Rate, Last Name) via email at (email address) or at (phone number) within five working days of this memorandum.
2. Use all available resources necessary to contact the incoming member within five working days of this memorandum.
3. I want to emphasize the importance of your performance as sponsor. Your efforts will provide (Rate, Last Name) with a "GREAT" first impression of our command. This initial impression is crucial to the individual's long-term attitude towards this command and the Navy. I urge you to continue to express an interest in (Rate, Last Name) until they become familiar with their new duty assignment.

L. A. GARDNER

Enclosure (1)

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Incoming Recruiter Information Sheet

1. Rate/Designation/Name: _____
2. What is your Active Duty Service Date (ADSD)? _____
3. Are you up for advancement? Y/N
4. Current Duty Station: _____
Duty station mailing address: _____

- Phone # _____
- Fax # _____
- Current CMC e-mail address: _____
5. Hometown: _____
6. Are you a prior recruiter? Y/N
- If Yes, when and where were you stationed? _____
- If Yes, were you LPO Qualified? _____
7. What areas are you interested in?
(1st) _____
(2nd) _____
(3rd) _____
- Why do you prefer the above areas? _____

8. Do you prefer inner city, suburb or rural area? _____
9. Are you married? Yes ____ No ____ . Number of Children: ____
Ages: _____
10. Will your family be accompanying you? Yes/No
11. Do you have an Exceptional Family Member (EFM)? Yes/No

Enclosure (2)

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- If yes, explain circumstances and situation:

12. What is your race/nationality/ethnicity? _____

13. Current telephone # Home: _____
Cellular: _____

14. Military e-mail address: _____

15. Current mailing address: _____

16. Spouse name and contact info (if applicable):

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From: Commanding Officer, Navy Recruiting District New York
To: ABH1(AW/SW) Joe Sailor, USN

Subj: WELCOME ABOARD

Encl: (1) Personnel List

1. Welcome to the New York Recruiting District Team and congratulations on your selection for one of the Navy's most important and challenging assignments! Recruiting is a unique duty assignment, one where your contributions directly affect our Navy's ability to man the Fleet and be fully mission ready every day. It requires strong, motivated men and women who embrace unique challenges and believe in the opportunity our Navy has to offer other deserving young adults.
2. Now, let me tell you about the district you are joining. NRD New York extends from New York to New Jersey. We are roughly 200 military and civilian members strong, manning a Headquarters in Garden City, New York and approximately 35 recruiting stations.
3. NRD New York is in TRICARE Region East. TRICARE Prime "Remote" is appropriate for active duty members assigned to NRD New York. Some Recruiters will not be near a military Medical Treatment Facility. The command also has a Health Benefits Advisor (HBA) available to help answer your TRICARE questions and assist you with all TRICARE related issues. The HBA can be reached by contacting Headquarters and asking for the current HBA contact information.
4. You are required to report to NRD New York Headquarters for check-in processing. The entire process will take approximately one week to complete. It is important you bring your original orders, P-File, supporting personnel documentation and receipts. Your completed travel claim will be forwarded to Personal Support Detachment (PSD) Groton, CT. PSD is approximately 132 miles away and the majority of business is conducted through email. I strongly encourage you to find a residence within reasonable commuting distance from your assigned station (normally no more than 35 miles).
5. If you are not familiar with recruiting duty, "Families in Recruiting, Successful Transitions" is a guide that was developed as a family readiness tool to help our incoming Sailors and their families find resources of information during their transition to recruiting duty. A copy of this guide can be found at <http://extensis.cnrc.navy.mil/>. Look under the top pull down menu titled 'PDF documents' and click on 'Family Resource Guide.'

Enclosure (3)

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Subj: WELCOME ABOARD

6. I encourage you to visit the NRD New York Facebook page where you will find information about local medical and TRICARE options. The command website lists all current instructions and notices and are available for download if needed. Feel free to preview the instructions and check-in guidance at: <http://www.cnrc.navy.mil/newyork/newyork-latest-info.htm>.

7. Until your sponsor is assigned, contact the Chief Recruiter, NCCM(SCW) Gardner at (516) 683-4711 or lawrence.gardner@navy.mil, or anyone listed in enclosure (1). Again, welcome to NRD New York!

D. W. BYRD

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PERSONNEL LIST

1. NRD New York Telephone Numbers:

| | |
|------------------------|----------------|
| Commanding Officer | (516) 683-2501 |
| Executive Officer | (516) 683-2502 |
| Command Master Chief | (516) 683-2532 |
| Chief Recruiter | (516) 683-2524 |
| Administrative Officer | (516) 683-2518 |

2. BAH/BAS. Since there are no government messing or quarters available, all personnel will draw BAH and BAS.

3. Pay. The servicing PSD is located in Groton, CT, which is a two hour drive from the District Headquarters in Garden City, NY.

4. Apartment/Housing Availability. In most areas throughout the district there is an abundance of housing available for rent or purchase. Your sponsor will include information on apartment renting or housing availability specific to the area you may wish to settle.

5. Utilities. Will be incurred when establishing a residence and may vary based on local area utility requirements, so plan accordingly.

6. Rental deposits. Most apartment complexes and rental homes require one month's rent, one month security deposit, and a broker's fee. This could total the equivalent of three months' rent.

7. Uniforms. NRD New York's uniform policies are governed by Commander, Navy Region Mid Atlantic. Naval Weapons Station Earle has limited uniform items (NWUs, PT, etc.). The nearest major Naval installation where all uniforms may be purchased is Naval Submarine Base, Groton, CT. Use of the Navy Uniform Center is highly recommended. Their number is (860) 446-5400 or go online at www.mynavyexchange.com/uniform. Ensure you have a sufficient amount of uniforms prior to reporting to NRD New York.

8. Working Hours. Though working hours may vary, the normal working hours are – Support personnel: 0730-1630 and Recruiters: 0900-1800.

9. Medical/Dental/TRICARE. Medical/Dental facilities are provided through TRICARE Prime Remote for most personnel. Prior to reporting, contact our HBA by calling Headquarters and asking for the current contact information.

10. School/Adult Education. There are vast educational opportunities throughout New York through public and private schools as well as Universities and Community Colleges. Consistent with workload, all personnel are encouraged to further their education.

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CONGRATULATIONS ON YOUR ORDERS TO NAVY RECRUITING DISTRICT NEW YORK. WE WELCOME YOU AS A NEW MEMBER OF OUR TEAM AND WE ARE COMMITTED TO BEING THE NATION'S TOP RECRUITING DISTRICT.

2. RECRUITING DUTY IN NEW YORK CAN BE THE MOST REWARDING AND CHALLENGING TOUR OF YOUR CAREER. TO HELP US DETERMINE YOUR ULTIMATE DUTY ASSIGNMENT AND TO PROVIDE YOU WITH THE INFORMATION NEEDED DURING YOUR PCS MOVE, YOU ARE DIRECTED TO CONTACT THE CHIEF RECRUITER, NCCM(SCW) GARDNER BY EMAIL AT

LAWRENCE.GARDNER(AT)NAVY.MIL OR BY PHONE AT (516)683-2524. SUBMIT YOUR RESPONSE TO THE QUESTIONS BELOW BY EMAIL WITHIN FIVE WORKING DAYS TO ASSIST US IN DETERMINING YOUR DUTY ASSIGNMENT LOCATION.

3. ANSWERS TO THE FOLLOWING QUESTIONS WILL DETERMINE BEST PLACEMENT:

A. ARE YOU SINGLE OR MARRIED?

B. WHAT IS THE PRESENT LOCATION AND NUMBER OF YOUR DEPENDENTS?

C. WHAT ZIP CODE/CITY IS YOUR CURRENT BAH RATE CALCULATED FROM?

D. ARE YOU PROFICIENT IN ANY LANGUAGE OTHER THAN ENGLISH (LIST)?

E. YEARS ON ACTIVE DUTY?

F. LENGTH OF TIME IN PRESENT PAYGRADE?

G. HOME OF RECORD?

H. WILL YOUR DEPENDENTS MOVE WITH YOU?

I. SPOUSE/FAMILY NAMES? (OPTIONAL)

J. DOES YOUR SPOUSE OBJECT TO BEING CONTACTED BY THE COMMAND OMBUDSMAN?

K. DO YOU HAVE ANY PREVIOUS RECRUITING EXPERIENCE?

IF YES, WHAT QUALIFICATIONS DID YOU EARN?

L. ARE THERE ANY REQUIREMENTS FOR YOU TO BE ASSIGNED NEAR A MAJOR MEDICAL FACILITY (I.E., EXCEPTIONAL FAMILY MEMBER PROGRAM)?

M. DO YOU HAVE A CURRENT DRIVER'S LICENSE?

N. ARE THERE CERTAIN REASONS THAT AN ASSIGNMENT TO A PARTICULAR AREA WOULD BENEFIT YOU AND THE NAVY?

O. INDICATE ANY OTHER INFORMATION THAT WILL ASSIST US IN DETERMINING YOUR DUTY ASSIGNMENT.

P. ARE YOU A SINGLE PARENT OR DUAL MILITARY?

IF YES, DO YOU HAVE AN UPDATED FAMILY CARE PLAN?

Q. CHOOSE TWO LONG ISLAND STATIONS, TWO NEW JERSEY STATIONS AND ONE METRO NY AREA STATION (BRONX/BROOKLYN/STATEN ISLAND/QUEENS) AS YOUR PREFERRED RECRUITING LOCATION. VISIT

[HTTP://WWW.CNRC.NAVY.MIL/NEWYORK/STATIONS.HTM](http://www.cnrc.navy.mil/newyork/stations.htm) FOR A LISTING OF OUR RECRUITING STATIONS. ALTHOUGH COMMAND MANPOWER REQUIREMENTS TAKE PRIORITY, REST ASSURE THAT EVERY EFFORT TO ACCOMMODATE YOUR NEEDS AND PREFERENCE WILL BE STRONGLY CONSIDERED. AGAIN, EMAIL YOUR RESPONSES TO LAWRENCE.GARDNER(AT)NAVY.MIL WITHIN FIVE WORKING DAYS.

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4. AFTER THE CHIEF RECRUITER RECEIVES YOUR RESPONSE, YOUR DUTY STATION WILL BE DETERMINED AND YOU WILL BE SENT AN ULTIMATE DUTY ASSIGNMENT MESSAGE, A SPONSOR LETTER AND AN INFORMATION PACKAGE ON THE AREA OF YOUR DUTY STATION. SHOULD WE NOT HEAR FROM YOU, IT WILL BE ASSUMED THAT YOU HAVE NO ASSIGNMENT PREFERENCE.

5. IF YOU HAVE ANY OTHER QUESTIONS OR DID NOT RECEIVE YOUR WELCOME PACKAGE YOU CAN CONTACT THE COMMAND MASTER CHIEF, CMDMCM(SS/SW) PEREZ AT (516) 683-2532, EMAIL RAFAEL.PEREZ2(AT)NAVY.MIL OR THE ADMINISTRATIVE OFFICER, YNCS(SW/AW) ALLEN AT (516)683-2518, E-MAIL HOLLY.ALLEN(AT)NAVY.MIL. IN ADDITION, YOU CAN ALSO GAIN VALUABLE INFORMATION BY VISITING OUR WEBSITE AT [HTTP://WWW.CNRC.NAVY.MIL/NEWYORK/](http://www.cnrc.navy.mil/newyork/).

6. AGAIN, CONGRATULATIONS ON YOUR ORDERS. I LOOK FORWARD TO PERSONALLY MEETING WITH YOU AND WELCOMING YOU TO THE NRD NEW YORK CREW.

(SIGNED)
D. W. BYRD
COMMANDER, U.S. NAVY
COMMANDING OFFICER//

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FM NAVCRUITDIST NEW YORK NY//
TO CG SECOND MARDIV//
NAVCRUITCOM ORIENT UNIT PENSACOLA FL//
INFO NAVCRUITDIST NEW YORK NY//

MSGID/GENADMIN//

SUBJ/ULTIMATE DUTY ASSIGNMENT ICO (ENTER MEMBER'S RATE AND RANK),
USN//

RMKS/1. YOUR ULTIMATE DUTY STATION IS NAVY OFFICER RECRUITING STATION (NORS) GARDEN CITY, NY. PLEASE READ THE FOLLOWING MESSAGE CAREFULLY. YOUR SPONSOR IS ASSISTANT RECRUITING OPERATIONS OFFICER, LT CARDILLO, WHO CAN BE REACHED AT (347) 764-7447 OR CONTACT OUR CHIEF RECRUITER, NCCM(SCW) GARDNER AT (516) 683-4711 OR EMAIL AT LAWRENCE.GARDNER(AT)NAVY.MIL.

2. THE NEAREST MILITARY MEDICAL TREATMENT FACILITY WILL BE LOCATED MORE THAN 20 MILES FROM YOUR ULTIMATE ASSIGNMENT STATION. YOUR MEDICAL AND DENTAL BENEFITS FOR THIS AREA WILL BE EXPLAINED TO YOU UPON YOUR ARRIVAL. YOU MAY CONTACT THE COMMAND HEALTH BENEFITS ADVISOR LSC MEDINAGARCIA AT (631) 601-6036.

3. MILITARY HOUSING IS AVAILABLE IN THE NEW YORK/NEW JERSEY AREA. DUE TO THE HIGH COST OF LIVING, IT IS HIGHLY ENCOURAGED THAT YOU CONTACT THE FAMILY HOUSING OFFICE.

A. MITCHELL COMPLEX HOUSING OFFICE CAN BE CONTACTED AT (516) 486-2022. LOCATED IN NASSAU COUNTY, LONG ISLAND, NEW YORK, TOWN OF EAST MEADOW. RESIDENTS INCLUDE PERSONNEL FROM LONG ISLAND, QUEENS AND BROOKLYN. TEMPORARY QUARTERS ARE AVAILABLE.

B. FORT HAMILTON ARMY BASE BROOKLYN, NY. HOLIDAY INN, BLDG 107 AND HAMILTON INN ANNEX BLDG 210. PLEASE CONTACT RESERVATIONS AT (718) 439-2340. COST IS BETWEEN \$170.00 - \$200.00 PER NIGHT. COMMUNITY KITCHEN AND MICROWAVES AVAILABLE IN ROOMS.

C. THERE IS A NAVY LODGE AT FORT WADSWORTH ON STATEN ISLAND. THEIR PHONE NUMBER IS (718) 442-0413. THE COST OF A ROOM IS \$101.00 PER NIGHT.

D. NAVAL WEAPONS STATION EARLE, NEW JERSEY (732) 866-2167. RESIDENTS INCLUDE PERSONNEL STATIONED IN NEW JERSEY. COST OF A ROOMS RANGE FROM \$50.00 - \$85.00 PER NIGHT.

E. PICATINNY ARSENAL LOCATED IN NORTHERN NEW JERSEY. TEMPORARY QUARTERS ARE LIMITED. CALL (730) 724-8855 OR VISIT THE WEBSITE AT <http://www.pica.army.mil/mwr/mwr/rec/sub/3/gh.htm>. THE COST OF A ROOM IS \$45.00 AND \$75.00 (SUITE) PER NIGHT.

4. READ YOUR ORDERS CAREFULLY! YOU ARE DIRECTED TO REPORT TO NRDNY HEADQUARTERS, LOCATED AT 990 STEWART AVENUE, SUITE 220, GARDEN CITY, (LONG ISLAND) NEW YORK FOR CHECK-IN, PRIOR TO REPORTING TO YOUR ULTIMATE DUTY STATION (NAVY OFFICER RECRUITING STATION). FAILURE TO

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CHECK IN AT HEADQUARTERS WILL RESULT IN DELAY OF TRAVEL PAYMENT, AND ANY OTHER PAY ALLOWANCES. ADDITIONALLY, PLEASE BRING YOUR LODGING RECEIPTS FROM PENSACOLA TO NRD NEW YORK WHEN YOU CHECK IN.

5. YOU ARE STRONGLY ENCOURAGED TO HAVE A DEFENSE TRAVEL SYSTEM (DTS) ACCOUNT ESTABLISHED AT YOUR CURRENT COMMAND, PRIOR TO YOUR ARRIVAL AT NRD NY.

6. AGAIN, WELCOME ABOARD AND THANK YOU FOR YOUR CONTINUED SERVICE TO OUR NAVY AND OUR NATION.

(SIGNED)

D. W. BYRD

COMMANDER, U.S. NAVY

COMMANDING OFFICER.//